

ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Reallocation of Headquarters Parking Permits

DDA/REG
LOGGED

STAT

FROM:

O/EXA/DDA
7D24 Hqs

EXTENSION

NO.

DDA 88-2618

DATE

21 December 1988

TO: (Officer designation, room number, and building)

DATE

OFFICER'S INITIALS

COMMENTS (Number each comment to show from whom to whom. Draw a line across column after each comment.)

RECEIVED

FORWARDED

1.

EXA/OC

STAT

2.

Support Officer, OF
1213 Key

3.

C/SS/OIT

STAT

4.

EXO/OL

STAT

5.

EXO/OMS
1D4061 OHB

6.

EXO/OP

STAT

7.

EXO/OS

STAT

8.

EXO/OTE
1026 CofC

9.

C/CMS/DA

10.

SSA/DDA

11.

C/MS

STAT

12.

C/Protocol

13.

14.

15.

DDA REGISTRY

FILE: Lo95-3-AR

ORIG: EXA/DDA

Distribution:

Orig - Adse

~~1 - DDA-Subject~~

1 - DDA Chron

1 - EXA Chron

DDA 88-2618

21 December 1988

MEMORANDUM FOR: DA Parking Focal Point Officers

FROM:

[REDACTED]
O/EXA/DDA Parking Officer

SUBJECT: Reallocation of Headquarters Parking Permits

1. With the reallocation of Headquarters parking permits becoming effective 23 January 1989, I will need to know the number of parking permits that your Office will need (this will include the number of people that are on the Headquarters compound now, in the OHB). I would like a listing of the name, badge number, and position number they occupy, of all SISers and others that hold a current permit.

2. As a separate item, I would also like a listing of the name, badge number, and position number of the individuals that will be moving to the New Headquarters Building later on in the new year that will require a parking permit.

3. I would appreciate it if you could get this to me as soon as possible. If your Office is not moving to the NHB, a phone call or memo stating so will be sufficient.

4. I will also need a list of the number of visitor (West A) spaces needed by each.

5. I would like to thank you in advance for your cooperation. I hope we can make this as painless as possible for everyone concerned.